

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ACCOUNTING SERVICES MANAGER
FINANCE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs complex professional, administrative and supervisory work in connection with the City's Accounting operations. Employee reports to the Assistant Chief Financial Officer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs complex and professional work in administering the City's financial accounting system and maintains related records concerning the receipt, expenditure and balance of federal, state and City funds. Duties include financial and operational analysis and supervision of various accounting services sections. Work also includes preparation of related financial reports which requires the application of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) and Local Government Commission (LGC) practices as well as applicable fiscal regulations including federal, state and City regulations and policies. Employee is expected to work closely with senior staff in all departments to review, analyze, recommend and correct financial information and processes as needed. Employee coordinates, reviews and supervises the work of subordinates. An employee in this class may have responsibility for overseeing, managing, administering and directing the City's investment portfolio to ensure maximum growth and availability of funds as needed. Work is performed under limited supervision of the Assistant Chief Financial Officer. and is evaluated through conferences and analysis of division achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Analyzes financial data to ensure compliance with GAAP, GASB, City, state and outside agency regulations and general and specific accounting standards.

Analyzes revenue and expenditure trends.

Analyzes GASB practices and determines how changes will impact the City's accounting procedures.

Analyzes, reviews and reconciles capital projects to fixed assets.

Analyzes monthly operating results compared to budget and contacts department

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directors about results, making recommendations and corrections.

Develops policies and procedures, and supervises professional staff, in the advanced, difficult and highly technical specific accounting tasks.

Assists in preparing bond prospectus and other reports requested by the Chief Financial Officer and department directors.

Prepares portions of the City's Comprehensive Annual Financial Report.

Prepares a variety of daily, weekly, monthly and yearly financial reports for Federal and State agencies, auditors, and internal management use.

Reviews City Council resolutions and ordinances relating to financial matters.

Reviews, maintains, designs and installs accounting control records and files.

Reviews current accounting procedures and recommends needed improvements and procedural changes.

Reviews and updates information received pertaining to property taxes.

Supervises subordinate employees by coordinating and reviewing work and performing annual reviews of staff.

Trains subordinates in essential job duties and new accounting regulations and procedures.

Provides assistance to all municipal departments with accounting issues, questions, and procedures.

Provides assistance to the City's external, federal and state agency auditors.

Provides assistance with the investment of City funds.

Compiles periodic revenue and expense analysis reports; researches and provides financial data on request.

Examines vouchers, invoices, audit reports or other posting media to determine their accuracy, completeness and conformance with laws and regulations.

Requests and obtains grant funds reimbursements from State and Federal agencies.

Performs grant accounting, including overseeing the encumbrance of committed funds from restricted and unrestricted grants in accordance with approved budgets and expenditure decisions.

Directs proper implementation of all City policies, orders and resolutions, regulations, budgets and other programs adopted by the City Council as they pertain to accounting.

Participates in preparing annual divisional budget.

Oversees and administers the City's investment portfolio, if assigned.

Directs the preparation, processing and maintenance of correspondence, records and forms for designated accounting functions.

Serves as a member of various teams, attending meetings and providing input based on expertise and observations as appropriate.

Maintains up-to-date knowledge of the current literature, trends and developments in the field of governmental accounting; attends seminars, conferences, workshops, classes, lectures, etc., for information and professional development; reviews professional journals,

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attends association and professional meetings and otherwise maintains contacts with accounting professionals to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accounting concepts, principles and practices as applied to local government.

Thorough knowledge of federal, state and City laws, rules and regulations, and policies concerning fiscal operations.

Thorough knowledge of the principles of supervision, organization and administration.

Thorough knowledge of the current literature, trends, developments in the field of government accounting.

Thorough knowledge of office procedures, methods and practices.

Considerable knowledge of the principles and practices of public finance administration.

Considerable knowledge of the principles and practices of statistics with particular reference to their application to financial and operational activities.

Considerable knowledge of budgetary processes in the public sector.

Considerable knowledge of the practices and procedures for planning and formulating divisional budgets and monitoring related revenues and expenditures.

Considerable knowledge of City tax, licensing and fee laws and ordinances.

Skill in the use of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to plan, develop, implement, direct, monitor and modify a comprehensive tax and fee collection program consistent with applicable laws and regulations.

Ability to design and install accounting systems.

Ability to analyze and interpret fiscal and accounting records and complete financial statements from such records.

Ability to plan, organize, assign and supervise the work of professional, technical and clerical personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in accounting, finance, business administration or a related field,

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with a professional certification as a CPA, CMA, or CGFM required and 5 to 7 years of progressively responsible professional experience in governmental accounting, including 3 to 5 years of supervisory experience preferably in a local government setting; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 22
Exempt